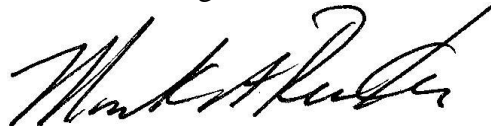


For: FSA Offices

Vehicle Allocation Methodology (VAM)

Approved by: Deputy Administrator for Management



1 Overview

A Background

On May 24, 2011, the President issued Presidential Memorandum-Federal Fleet Performance. In the memorandum the President states that the Federal Government owes “a responsibility to American citizens to lead by example and contribute to meeting our national goals of reducing oil imports by one-third by 2025 and putting one million advanced vehicles on the road by 2015.”

The President directed the General Services Administration (GSA) to develop and distribute to agencies a Vehicle Allocation Methodology (VAM) in order to determine the optimal fleet inventory to meet the agency’s mission requirements and identify resources necessary to operate those fleets effectively and efficiently. By adhering to this guidance the Farm Service Agency (FSA) will ensure compliance with the Presidential Memorandum, eliminate unnecessary or non-essential vehicles from FSA’s domestic, light duty fleet inventory, and promote the cost-effectiveness of maintaining the fleet throughout the lifecycle.

B Purpose

This notice provides actions that are required for developing FSA’s VAM procedures and provides guidance to the state and county office’s fleet managers on how to submit their vehicle data to the Management Services Division (MSD).

Disposal Date	Distribution
December 1, 2014	All FSA Offices; State Offices relay to County Offices

2 VAM Procedures

A Achieving Required Actions

In accordance with GSA Bulletin FMR B-30, Motor Vehicle Management, the VAM will ensure a Federal fleet that is comprised of smaller, more efficient, less greenhouse gas emitting vehicles that operate primarily on alternative fuels. FSA will achieve the actions that are required by:

- identifying the optimal fleet inventory that is most efficient to meet the mission needs and by identifying the resources necessary to operate the FSA fleet effectively and efficiently, and
- reporting FSA's VAM results to USDA's department of personal property management.

The VAM will provide FSA's fleet managers a standard way to ensure that each vehicle in the fleet is correctly sized and is appropriate for accomplishing FSA's missions. The VAM will cover FSA's entire fleet within the United States and Guam, and shall encompass all vehicle types.

B Developing FSA's VAM Procedures

FSA's VAM's must encompass the following steps.

Step	Action
1	Evaluate the current fleet profile that tracks vehicles individually.
2	Evaluate the current vehicle utilization criteria to justify mission essential vehicles.
3	Conduct a utilization survey.
4	Determine the optimal fleet inventory.
5	Review and update bi-annually and submit to MSD by May 1 and November 1 each year. Notes: Previous VAM submissions for FY 2014 target need to be revalidated and adjusted if there are changes for FY 2015 and FY 2016. FY 2017 target numbers need to be added.

2 VAM Procedures (Continued)

B Developing FSA's VAM Procedures (Continued)

Fleet managers will provide their data to the VAM Report as follows.

Step	Action
1	Provide data to establish a fleet inventory profile for FSA's Optimal Fleet Attainment Plan (Exhibit 1). This requirement is a detailed inventory of each state's fleet that describes each of their vehicles.
2	Develop vehicle utilization criteria that is specific and justifies mission essential vehicles. Provide the data on FSA-885, Vehicle Utilization Criteria, Exhibit 2.
3	<p>Determine optimal fleet inventory using FSA-887, Optimal Fleet Inventory, Exhibit 3 to:</p> <ul style="list-style-type: none"> specifically identify vehicles that fall below the pre-established minimum utilization criteria by the vehicle identification number (VIN) and/or the license plate number and prepare a plan to dispose of or reassign those vehicles as needed, create a list of vehicle types that are approved and provide the mission requirement of each vehicle, compare the existing fleet composition to include the mix of sedans, trucks, and SUV's, and provide their fuel efficiencies to the mission task needs, identify vehicles that are mission essential regardless of utilization to determine if they are the most efficient vehicle type to serving the mission, and <p>Note: If they are not the most efficient, then incorporate a reassignment into the MSD management plan.</p> <ul style="list-style-type: none"> evaluate alternatives such as public transportation, contract shuttle services, or rental vehicles.
4	Complete FSA-886, Vehicle Utilization Survey, Exhibit 4 with the vehicle users. FSA-886 is subjective information that provides invaluable insight to the objective criteria, for example, a fire truck has low usage because it is on standby, but it is necessary that it be available and prepared to respond to emergencies. Provide vehicle users' answers in FSA-886 for each vehicle.
5	Review and update the FSA VAM bi-annually or as mission needs change. MSD will create fleet policies that will include the VAM results and provide procedures for future adjustments to the fleet size.

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2 VAM Procedures (Continued)

B Developing FSA's VAM Procedures (Continued)

The following table provides an example schedule for the bi-annual VAM.

Item	FY 2013	FY 2014 Targets	FY 2015 Targets	FY 2016 Targets	FY 2017 Targets	Remarks
Optimal Number in Fleet	700	700	700	700	700	
Disposal Plan	28	10	5	5	8	
Vehicle Purchase Requirements	0	10	15	10	0	
Number of gasoline vehicles in the fleet.	100	75	0	0	0	Reduced 25 per FY.
Number of alternative fuel vehicles (AFV's) in the fleet.	628				700	

C Key Dates

VAM reports are to be submitted by **May 1, 2014**, and **November 1, 2014**.

FSA's fleet management plan will include the results of the VAM and provide the following:

- MSD's schedule for achieving FSA's optimal fleet inventory, and
- the schedule for acquiring alternative fuel vehicles no later than **December 31, 2015**.

3 References

A Notice References

The following provide references for this notice.

- Executive Order 13514, "Comprehensive Federal Fleet Management Handbook",
- Executive Order 13514, "Strengthening Federal Environmental, Energy and Transportation Management",
- Motor vehicle management regulations at 41 CFR 102-34.50,
- GSA Bulletin FMR B-30, "Motor Vehicle Management",
- Energy Policy Act 42 USC §13201 et seq. (2005),

3 References (Continued)

A Notice References (Continued)

- Energy Independence and Security Act Public Law 110-140 (2007), and
- USDA Vehicle Allocation Methodology Procedures.

B Contacts

For questions regarding this notice, contact either of the following:

- Robert Stanley by either of the following:
 - e-mail to **robert.stanley@wdc.usda.gov**, or
 - telephone at 202-701-5742
- Paige Haggins by either of the following:
 - e-mail to **paige.haggins@wdc.usda.gov**, or
 - telephone at 202-720-8729.

2014 Plan					
Agency owned					
Acquisitions					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Disposals					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Net change					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
GSA Fleet					
Acquisitions					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Disposals					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Net change					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Comm. leased					
Acquisitions					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Disposals					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Net change					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Combined net change					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Total	0	0	0	0	0
Resulting fleet					
Conventional Fuel Vehicles	0	0	3	0	0
Progress toward goal	100.0%	100.0%	100.0%	100.0%	100.0%
Alternative Fuel Vehicles	0	0	0	0	0
Progress toward goal	100.0%	100.0%	<HDV(0)	100.0%	100.0%
Fleet size	0	0	3	0	0
Progress toward goal	100.0%	100.0%	100.0%	100.0%	100.0%
2015 Plan					
Agency owned					
Acquisitions					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	3	1	1
Disposals					
Conventional Fuel Vehicles	0	0	3	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Net change					
Conventional Fuel Vehicles	0	0	(3)	0	0
Alternative Fuel Vehicles	0	0	3	1	1
GSA Fleet					
Acquisitions					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Disposals					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Net change					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Comm. leased					
Acquisitions					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Disposals					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Net change					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Combined net change					
Conventional Fuel Vehicles	(5)	3	(3)	0	0
Alternative Fuel Vehicles	3	0	0	0	0
Total	(2)	3	0	0	0
Resulting fleet					
Conventional Fuel Vehicles	(5)	0	0	0	0
Progress toward goal	100.0%	100.0%	100.0%	100.0%	100.0%
Alternative Fuel Vehicles	3	0	3	0	0
Progress toward goal	100.0%	100.0%	100.0%	100.0%	100.0%
Fleet size	(2)	3	0	0	0
Progress toward goal	100.0%	100.0%	100.0%	100.0%	100.0%
2016 Plan					
Agency owned					
Acquisitions					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Disposals					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Net change					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
GSA Fleet					
Acquisitions					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Disposals					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Net change					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Comm. leased					
Acquisitions					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Disposals					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Net change					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Combined net change					
Conventional Fuel Vehicles	0	0	0	0	0
Alternative Fuel Vehicles	0	0	0	0	0
Total	0	0	0	0	0</

FSA-885, Vehicle Utilization Criteria

This form is available electronically. FSA-885 (02-01-12)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. Fiscal Year
VEHICLE UTILIZATION CRITERIA				
This form develop vehicle utilization criteria to justify mission essential vehicles. These criteria must be specific and mission essential that leads to the most efficient usage of vehicles. Provide the data for each vehicle in the Vehicle Utilization Criteria (FSA-885). The data provides an explanation for the data in the VAM Reporting Tool.				
2. State/County Office		3. Vehicle Identification		
Objective Criteria Description (Enter Required Input Data)				
4. Mission				
5. Historical/Expected miles of Use	6. Historical/Expected Hours of Use	7. Ratio of Employee to Vehicle		
8. Frequency of Trips Per Vehicle	9. Vehicle Functions	10. Operation Terrain		
11. Climate	12. Vehicle Condition, Age, and Retention Cycle	13. Vehicle Down Time		
14. Needed Cargo and/or Passenger Capacity	15. Required Employee Response Times	16. Greenhouse Gas Emission Level of Vehicle		
NOTE: These criteria must be specific.				
17. Prepared by			18. Date (MM-DD-YYYY)	

FSA-887, Optimal Fleet Inventory

This form is available electronically.		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. Fiscal Year
FSA-887 (02-01-12)		OPTIMAL FLEET INVENTORY		
State and County Offices (fleet managers) shall provide their input to Vehicle Allocation Methodology (VAM) to determine optimal fleet inventory.				
2. State/County Office		3. Vehicle Identification		
Objective Criteria Description <i>(Enter Required Input Data)</i>				
4. Specifically identify vehicles that fall below the pre-established minimum utilization criteria by Vehicle Identification Number and/or license tag number and dispose of or reassigned those vehicles as needed.				
5. Create a list of vehicle types approved for each organization and mission requirement. The vehicles selected should be the most efficient as possible.				
6. Compare existing fleet composition to mission task needs.				
7. Identify vehicles that are mission essential regardless of utilization. Is the most efficient vehicle type currently serving that mission? If not, incorporate re-assignment into the agency plan.				
8. Evaluate alternatives such as public transportation, contract shuttle services, or rental vehicles.				
NOTE: These criteria must be specific.				
9. Prepared by			10. Date (MM-DD-YYYY)	

FSA-886, Vehicle Utilization Survey

This form is available electronically.		1. Fiscal Year	
FSA-886 (02-01-12)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
VEHICLE UTILIZATION SURVEY			
This form conduct a vehicle utilization survey (FSA-886) with the vehicle users. This survey is subjective information that provides invaluable insight to the objective criteria; for example, a fire truck has low utilization as it is on standby, but it is necessary that it be available and prepared to respond to emergencies. Provide vehicle users' answers in the VAM Utilization Survey for each vehicle.			
2. State/County Office		3. Vehicle Identification	
Objective Criteria Description <i>(Enter Required Input Data)</i>			
4. What tasks do you accomplish with the vehicle? Describe how those tasks support the agency's mission.			
5. Does the vehicle need special equipment <i>(aftermarket equipment not standard to commercial vehicles and trucks)</i> to accomplish the tasks?			
6. How important is the vehicle to accomplishing the mission? Describe critical need to the mission.			
7. How many people will be transported per trip on a regular basis?			
8. How much and what type of cargo will the vehicle haul on a regular basis?			
9. Is the vehicle shared with other employees or other agency organization.			
10. Is there access to alternative fuel within 5 miles or 15 minutes of the vehicle's garaged location, and if so, where is it located and what type of alternative fuel is available?			
11. If the vehicle is an AFY, does it have an approved waiver from the use of alternative fuel?			
12. What type of driving conditions will the vehicle be in <i>(exclusively on campus setting, city, highway, off road, weather, etc.)</i> ?			
13. Can the work be done via alternatives to owning or leasing a vehicle such as shuttle bus services, motor pool vehicles, sharing vehicles with other offices/agencies, public transportation, or short term rentals when needed, etc.?			
NOTE: These criteria must be specific.			
14. Prepared by		15. Date (MM-DD-YYYY)	